THE INSTITUTE of ARBITRATORS & MEDIATORS AUSTRALIA

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Trust Account USER'S GUIDE

Five steps to assist a dispute resolver to operate an IAMA trust account:

1 Opening a trust account

To open a trust account, please contact the IAMA Trust Officer for a Trust Account Reference Number.

2 Complete and sign the Trust Account Authority Form

Ensure the Trust Account Authority Form is completed and signed by relevant parties. Please send the completed and signed form to the IAMA Trust Officer (see contact details below).

3 Directing and forwarding any deposits into trust account

Complete either the **pro-forma for deposits made by EFT** or the **pro-forma for deposits made by cheque**. Please send the completed pro-forma to the IAMA Trust Officer (see contact details below).

4 Disbursements from the trust account

Disbursements from the trust account can only be made at the direction of the dispute resolver. The dispute resolver must send the following documents to the IAMA trust officer:

1. a copy of their tax invoice to parties for work completed; and
2. their direction for disbursement.

5 Closing a trust account

Please advise the IAMA trust officer if the trust account is no longer required at your earliest convenience. Please note that any outstanding invoices for operational fees must be paid before a final closing statement is issued.

CONTACT DETAILS

IAMA Trust Officer
The Institute of Arbitrators & Mediators Australia

Postal address	Level 16, 1 Castlereagh Street SYDNEY NSW 2000
Telephone	02 9241 1188
Email	trust@iama.org.au